



COUNTING PROCEDURE FOR AGENTS AND OBSERVERS



The National Elections Commission will accredit Sudanese agents and observers, and international observers for the Sudan General Elections 2010

A. PREPARATION

The Head of the Polling Station will clearly announce each stage of the process, during the process, so the staff, observers, and agents know what is happening.

1. PREPARING TO COUNT:

Essential Material for the counting:

3 ballot boxes: (In the south, 4 ballot boxes)

- Executive box (has 2 types of ballot papers in the North: President of the Republic of Sudan and State Governor, and 3 types in the South including President of GoSS)
- National Assembly box (has 3 types of ballot papers: Geographical Constituency (□), Women List (○), and Party List (△))
- State Assembly box (has 3 types of ballot papers: Geographical Constituency (□), Women List (○), and Party List (△))

In Southern Sudan:

- Southern Sudan Legislative Assembly box (has 3 types of ballot papers: Geographical Constituency (□), Women List (○), and Party List (△))

- Set-up tables



In the North, the 3 ballot boxes (4 in the South) will be counted by the staff one after the other.



The tables are cleared and organised for the counting process.

2. THE ROLE OF THE STAFF

Head of Polling Station assigns tasks



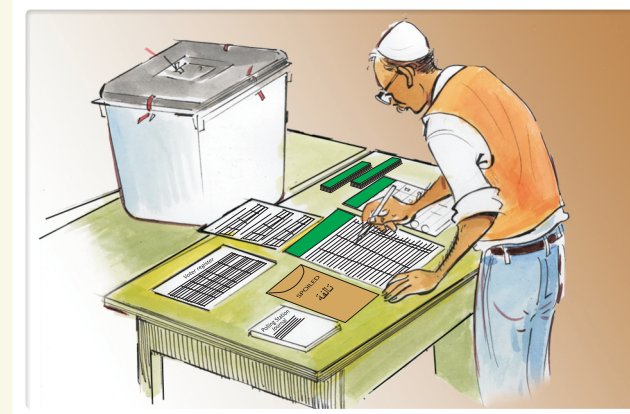
The head of the polling station ensures each staff member knows his/her role.

B. RECONCILING

Is the process of checking that the number of ballot papers inside the box is the same as the number of voters who received ballot papers.

1. THE FORM FOR RESULTS AND RECONCILIATION

Start to fill in Form 9



The Head of the Polling station records the polling station information on Form 9 'RECONCILIATION AND RESULTS'

C. COUNTING

1. LABELLING AND SORTING OUT THE BALLOTS



Putting labels on the table & Sorting out the ballots of one election into the different candidates (Parties if it is Party List or Women List). Each ballot is shown.

3. ANNOUNCING THE RESULTS



All ballots are secured. Valid and invalid ballots per election are put in a plastic bag. This plastic bag is put in a white sack that is finally put in the ballot box and sent to the state High Committee warehouse

2. OPENING THE BOX

- Sorting the ballot papers into different elections, e.g. Executive box in the north sort into Presidential ballots and Governor ballots
- Reconciliation - checking that the figures match



One ballot box is opened, the ballots are put on the cleared table, face down and sorted according to the different elections

2. COUNTING

Counting the ballots



Recording the number of votes received by each candidate in the results section of Form 9.



When counting has finished, post the first copy of the form 9 at the polling station. The other copy and the original are sent to State High Committee

FORM 9 contains the results for a particular election. There is a Form 9 for each election: President of the Republic of Sudan, President of GoSS, Governor, NA Geographical Constituency, NA Women’s List and NA Party List, etc.

Head of Polling Station is responsible for filling in this form.

PART I: GENERAL INFORMATION

This part of the form records information which identifies the location of the polling stations.

- Reference the codes of the polling station to fill in the required information
- Reference the voters' list to fill the required information (i.e. total number of registered voters in that particular station)
- Count the number of names stricken off in the voters' list to fill the required information (i.e. total number of people who participated in the polling)

State : _____ الولاية

State Geographic Constituency Number

رقم الدائرة الجغرافية الولائية

Polling Centre Code

رمز مركز الاقتراع

Polling Station Number

رقم نقطة الاقتراع

Polling Centre Name _____

اسم مركز الاقتراع

Total registered voters in this station		العدد الكلي للناخبين المسجلين في نقطة الاقتراع
Total number of voters who participated in polling		عدد الناخبين الذين شاركوا بالاقتراع

PART II: BALLOT PAPERS RECONCILIATION

This part of the form checks that the number of ballot papers inside the box is the same as the number of voters who received ballot papers.

- Count the **Total number of ballots received** and record figure on the form, Row A.
- Count the **Number of spoiled ballots** and record figure on the form, Row B.
- Count the **Number of unused ballots**, and record figure on the form, Row C.
- Calculate the **Number of ballots issued to voters** (A-B-C=D), and record figure on the form, Row D.

Ballot papers Reconciliation

مطابقة بطاقات الاقتراع

President of the Republic of Sudan Ballots		بطاقات الاقتراع الخاصة بانتخابات رئيس جمهورية
A	Total number of ballots received	مجموع البطاقات المستلمة
B	Number of spoiled ballots	عدد البطاقات التالفة
C	Number of unused ballots	عدد البطاقات التي لم تستعمل (المتبقية)
D	Number of ballots issued to voters (A-B-C=D)	عدد البطاقات التي تم صرفها للناخبين
E	Number of ballot papers found in the ballot box	عدد البطاقات الموجودة داخل الصندوق
F	Record discrepancy (if any) (D - E = F)	سجل الفرق (إن وجد)

For Row E:

- Check the seals and confirm the seal numbers on form 6.
- Make a space on a table large enough to hold all the ballot papers in the ballot box, unstamped ballot papers and misplaced ballot papers.
- Open the box by cutting the seals
- Empty the ballot papers on the table
- Staff will unfold the ballot papers and separate/sort them into the different elections face down
- Count in batches of 50s, secure each batch with a rubber band, write the number of those less than 50 on a piece of paper, and clip them together with a bull clip and place on top of the batches of 50.
- Total the numbers of all ballot papers in the piles for the election concerned and record figure in row E.
- To obtain the required information in Row F, subtract row E from Row D (note: it should be zero, otherwise double-check all the information from Rows A to E)

PART III: RESULTS

This part of the form records the results.

Head of Polling Station will record the name and result obtained by each candidate/party. Clearly write the names of the candidates/parties in the order in which they appear on the ballot paper.

To obtain the results of each candidate/party:

- Write the name of each candidate/party on a label (white sheet of paper) and clearly display these labels on the table in the same order as on the ballot paper.
- Write 'invalid' on a label and clearly display it on the table.
- Start sorting the ballot papers into candidates.
- After sorting, count the ballot papers in batches of 50s and ensure that they are double counted.
- Total the batches for each candidate/party in the same order as on the ballot paper and record the information in figures and words on the form.
- Record in Row 1 the Total number of votes obtained by candidates/parties
- Record in Row 2 the Total number of invalid votes
- Record in Row 3 the Total number of votes in ballot box by adding Row 1 and Row 2.
- Date, Name and Signature of Head of Polling Station
- Endorsed by political party agent: if the space provided is not enough, use the back of the form.

PART I: GENERAL INFORMATION

PART II BALLOT PAPERS RECONCILIATION

PART III : RESULTS

Sudan's General Elections

NATIONAL ELECTIONS COMMISSION

الانتخابات العامة بالسودان

المفوضية الوطنية للانتخابات

9A

انتخابات رئيس جمهورية السودان - التقرير النهائي

President of the Republic of Sudan Election - Reconciliation and RESULTS

رقم الدائرة الجغرافية الولائية

State Geographic Constituency Number

الولاية

Polling Centre Code

رمز مركز الاقتراع

Polling Station Number

رقم نقطة الاقتراع

Polling Centre Name _____

اسم مركز الاقتراع

Total registered voters in this station		العدد الكلي للناخبين المسجلين في نقطة الاقتراع
Total number of voters who participated in polling		عدد الناخبين الذين شاركوا بالاقتراع

مطابقة بطاقات الاقتراع

Ballot papers Reconciliation

President of the Republic of Sudan Ballots		بطاقات الاقتراع الخاصة بانتخابات رئيس جمهورية
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D	Number of ballots issued to voters (A-B-C=D)	عدد البطاقات التي تم صرفها للناخبين
E	Number of ballot papers found in the ballot box	عدد البطاقات الموجودة داخل الصندوق
F	Record discrepancy (if any) (D - E = F)	سجل الفرق (إن وجد)

النتائج

RESULTS

Names of Candidates (follow order from the ballot paper)		الأسوات التي حصلت	أسماء المرشحين (حسب التسلسل في بطاقة الاقتراع)
1			1
2			2
3			3
4			4
5			5
6			6
7			7
8			8
9			9
10			10
11			11
12			12
13			13
14			14
15			15
1	Total number of votes obtained by candidates		مجموع الأصوات التي حصل عليها المرشحون
2	Total number of invalid votes		مجموع الأصوات غير الصحيحة
3	Total number of votes in ballot box (1+2=3)		مجموع الأصوات في صندوق الاقتراع

Name and Signature of Party/ Candidate Agents			اسم وتوقيع وكلاء الحزب أو وكلاء المرشح
Name and Signature of Party/ Candidate Agents			اسم وتوقيع وكلاء الحزب أو وكلاء المرشح
Name and Signature of Party/ Candidate Agents			اسم وتوقيع وكلاء الحزب أو وكلاء المرشح

*If other Party/ Candidate Agents want to sign, use the back of the form

إذا أراد وكلاء أحرون للحزب أو المرشح التوقيع، استخدم الجزء الخلفي للإستمارة

Name and Signature of Head of the Polling Station _____

اسم وتوقيع رئيس نقطة الاقتراع

Date _____

التاريخ

When counting has finished, post the first copy of the form 9 at the polling station. The original goes into Tamper Evident Bag number 1 and the other copy goes into the Tamper Evident Bag number 2.

An agent can make a written complaint on Form 7. The original Form 7 will go to the State High Committee in Tamper Evident Bag number 2, the agent will receive a copy. Observers can not make written complaints.